Winnebago Council

Council Website
Subscription Guide
Greetings,

This guide is to help those individuals who are unaware of how to update or manage their subscriptions to the Council’s Website. This edition is modeled after updating to the new River Valley Roundtable Subscription. This would be ideal for members of the previous Wabuha or Sun Rivers Roundtable Subscriptions.

The guide features step-by-step instructions including pictures highlighted with information straight from the Winnebago Council Website.

For more help on this topic please contact the Council Service Center at 319-234-2867.

Thank you,

Cam Frederick
Assistant Webmaster
(2014-Present)

Go to our website at the link above. Once the page loads look for the **MyCouncil Log In information** in the upper right corner. See the diagram below for more help. Click on the Sign In Button. If you do not have an account. Contact a representative at the Service Center.

![Image of MyCouncil website](image)

The Yellow Arrow is pointing toward the MyCouncil information on the Council Website.

**STEP 2:** Signing into MyCouncil

Follow the steps by putting in your email address and password to sign onto the Council Website. If you do not have an account you may push through the steps of creating an account. If you need assistance please call the Service Center at 319-234-2867. The black box is for returning users. The red box is for new users. **[Reminder: If you need assistance please call and speak with someone at the office.]**
Step 2 Diagram (Continued)

STEP 3: Welcome to MyCouncil Homepage

After Signing into MyCouncil, your home page will appear like the diagram shown below. Please ignore the tabs that appear on the top of the page as those are for Website Administrators only. During this step click on “Your Account” located on the left right side of the page above the Yellow Arrow.

Note: Order history will show all purchases made while signed in.
**STEP 4: Your Account**

On this page, there will be three options to pick from. To adjust your subscriptions please select the top item titled “Edit your General Profile information.” The other two items have been blocked out by a black text box for ease of access to reading the information below.

**STEP 5: Edit your Profile Information**

On this page you will find a lot of your personal information. Each tab can be edited and saved. For subscriptions, find the “Subscriptions” tab and click on it. The Yellow Arrow and Red Box are there to highlight the tab. My personal information was blocked out for privacy reasons.
STEP 6: Managing Subscriptions

Once you have made your way to this step you are in the home stretch, congratulations! Now, if you are currently subscribed to Wabuha or Sun Rivers Roundtable Information please uncheck that box. Then, select the River Valley Roundtable Information box. This is the new district built from our previous districts. The black box highlights the two old districts and the red box is highlighting the new River Valley District. Once you have made your selections... be sure to hit save located above the tabs.

The save button is found here: It would also be a good idea to check what other subscriptions you have or what you may be missing out on.
STEP 7: Completion & Success

Upon completing and saving the work you just did, you will see a screen that tells you that every change you did was correct. *Just as a simple notice, the website is sometimes a pain... you may have to try the steps a couple of times.* For more help or to report an issue, contact a representative at the Service Center 319-234-2867.

Once you are done with your session, remember to sign out. The button for signing out is located in the same place where you signed into MyCouncil.

Thank you for updating your subscriptions in MyCouncil and helping to clean up our Council Website. For more help or information please call our office at 319-234-2867.